



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: SENIOR PSYCHIATRIC TECHNICIAN (SPT)

SALARY RANGE	Range S \$4,937 – \$5,313 per month Range T \$5,152 – \$5,580 Range U \$5,381 – \$5,858
TENURE/TIME BASE	Permanent / Full-Time
PROGRAM/DEPARTMENT	Various / Various
FINAL FILING DATE	UNTIL FILLED

DESCRIPTION OF DUTIES:

Sonoma Developmental Center currently has vacancies for Senior Psychiatric Technicians; under the direct supervision of the Unit Supervisor, the Senior Psychiatric Technician (SPT), Residential Shift Lead, is part of a team that provides for the care, treatment, and training of clients following established standards and procedures. The SPT oversees staff assigned to a living unit or training unit on an AM/PM/NOC shift, typical duties performed are making daily staff assignments (breaks, meals, charting, assessments, day programs, etc.); assisting with redistribution of staff as needed or directing to meet minimum staffing guidelines; relieving staff as needed to ensure adequate coverage; monitoring staffing for the on-coming shift; acquiring and maintaining knowledge of clients' backgrounds, needs, goals, and individual program plans; facilitating functional grouping of clients; monitoring and assisting staff as needed to ensure that assigned staff on duty have knowledge and understanding of an individual's objectives and can carry out training plans; monitoring supplies/equipment needed, assuring the medical, nursing, and pharmaceutical supplies are ordered, stored, and organized; giving direction to staff in providing continuity of care and implementation of training. The SPT assigns staff to assure that documentation is accurate and completed in a timely manner; observes clients' conditions and behaviors reporting changes to team members and providing leadership and oversight to assure that staff knows, understands and follows nursing procedures and best practices, performing other duties as described in the duty statement.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE

Sonoma Developmental Center
Human Resources Personnel Examination Department – Room 124
15000 Arnold Drive, P.O. Box 1493,
Eldridge, CA 95431
(707) 938-6820 *Contact Linda Herrera for questions specific to the essential functions of the position only*
Eligibility will be determined by the selection analyst in the Human Resources Department

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.